

PROCEDURES FOR LEASING STATE LAND

Thank you for your interest in leasing State land. The following is an outline of the steps involved in processing a request to lease State land:

1. Please provide a copy of a survey or the Town Assessor's map with the area of interest outlined in red. It is important that it shows intersecting streets and the north arrow to help in locating the property. Also, if your property is adjacent to the State land requested, please send a copy of your deed verifying your ownership of the abutting property.
2. Upon receipt of the map and written request which should include the proposed use for the land, the matter is reviewed by the appropriate Departmental units to determine if the land is in excess of our needs for transportation purposes.
3. If the parcel is approved for lease, a sketch of the area to be leased is drawn. If the land is located in an urban area, the Department of Public Works is contacted to determine if the area is required for State use.
4. If not required by the State, then the lease area is appraised and a fair market rental fee is established. This rental fee is approved by the Governor's Screening Committee. The proposed lessee is then informed of the rental fee and other terms and conditions of the lease.
5. If the terms and conditions are accepted by the proposed lessee, a lease agreement is prepared and two copies are forwarded to the lessee for signature. This signature must be witnessed and notarized. If the lessee is a Corporation, Municipality, or Partnership, a resolution specifically authorizing the agent for signature must accompany the executed documents.

A certificate of insurance is also required showing a minimum liability coverage of \$750,000 per occurrence and an aggregate limit of \$1,500,000 per policy year with the State named as "Additional Insured".

6. The executed lease agreements are forwarded for signature by the Transportation Chief Engineer and approval by the Office of Policy and Management and the Attorney General's Office. The approval of the State Properties Review Board is required when the lease area is located outside the limits of the highway right of way.
7. Upon receipt of the fully executed and approved lease agreements, the lessee is contacted to record the agreement in the Town land records. After the agreement has been recorded and returned to the State a copy is forwarded to the lessee.
8. The Lessee agrees to comply with and conform to all laws of the State of Connecticut, and the ordinances and zoning regulations of the Town in which the State land is located. Also, if any improvements are planned to be made to the State land, the Lessee must obtain an Encroachment permit from the State.

Please be sure you understand the scope of the procedures, and if you wish to proceed with a lease request, please return the enclosed form along with a map to:

David L. Labossiere
State of Connecticut
Department of Transportation
Office of Rights of Way
Property Management Division
2800 Berlin Turnpike
P.O. Box 317546
Newington, Connecticut 06131-7546

If you have any questions on these procedures, please call (860) 594-2474 and speak to one of our Property Agents.

I have read the procedures involved in processing the lease of State property.

I am still interested in the property located in _____.

Attached is a copy of a survey or the Assessor's map with the requested section outlined in red and a copy of my deed showing abutting ownership.

Proposed use for State property: _____

Signature of Requestor

Date

Print Name

Address

E-Mail Address

Town or City

Zip Code

() _____
Telephone Number

Fax Number

PLEASE RETURN TO:

DAVID L. LABOSSIERE
DEPARTMENT OF TRANSPORTATION
OFFICE OF RIGHTS OF WAY
PROPERTY MANAGEMENT DIVISION – UNIT 0405
2800 BERLIN TURNPIKE
P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546